FOR OFFICE USE ONLY
DATE
BY
CONTROL #
T.B. Map #

REQUEST FOR INVESTIGATION

□ NOISE □ LAND DEV. □ BLDG. CODE ENF. □ DISABLED ACCESS □ HOUSING □ WEEDS □ SIGNS □ ZONING □

OWNER AGENT/MANAGER/RESPONSIBLE PARTY TENANT/LESSEE PHONE NUMBER ADDRESS CITY STATE ZIP CODE ALLEGED VIOLATION ZIP CODE ALLEGED VIOLATION ZIP CODE DID YOU CONTACT THE RESPONSIBLE PARTY? YES NO CONTACT DATE: RESULT STHIS RESIDENTIAL PROPERTY? SINGLE FAMILY DUPLEX MULTIFAMILY IS THIS RESIDENTIAL PROPERTY? SINGLE FAMILY DUPLEX MULTIFAMILY IS THIS COMMERCIAL PROPERTY? RETAIL SALES OFFICES RESTAURANT IS THIS UNIMPROVED LAND? YES NO IS THIS WORK CURRENTLY IN PROGRESS? YES NO WHEN WAS THE WORK STARTED? COMPLETED? WIPPROX. DATE YES NO WHEN WAS THE WORK STARTED? WIPPROX. DATE YES NO WILL YOU PROVIDE ACCESS TO THE INSPECTOR IF NECESSARY? YES NO IS THERE ANY DRUG ACTIVITY AT THE SITE? YES NO ARE THERE LOOSE PETS AT THE SITE? YES NO THE NOISE OCCURS: EVERY DAY DAYTIME (7 JM. TO 7 P.M.) IS TO 15 MINUTES. ONCE OR TWICE A WEEK POWER OF THE NOISE OCCURS. ONCE OR TWICE A WEEK POWER OF THE NOISE OCCURS. ONCE OR TWICE A WEEK ONCE OR TWICE A						
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FILL OUT AS COMPLETELY AS POSSIBLE. THE MORE INFORMATION AVAILABLE THE BETTER SERVICE WE CAN PROVIDE. **IMPORTANT:** WE MUST HAVE THE CORRECT ADDRESS OF THE VIOLATION. PLEASE ATTACH ANY ADDITIONAL INFORMATION OR SKETCHES.

RETURN THE COMPLETED FORM AND KEEP US INFORMED OF ANY IMPROVEMENT OR LACK OF IMPROVEMENT. WE RELY ON YOU TO REQUEST FURTHER SERVICE WHEN NEEDED!

THE DEPARTMENT DOES NOT ENFORCE THE NOISE CODE WHEN THE ALLEGED VIOLATOR AND THE COMPLAINANT LIVE IN THE SAME APARTMENT OR CONDOMINIUM COMPLEX. WE SUGGEST YOU UTILIZE YOUR COMPLEX MANAGER, HOMEOWNER ASSOCIATION, MEDIATION SERVICES, OR THE CIVIL COURTS TO RESOLVE YOUR DISPUTE.

*CONTACT THE MEDIATION PROGRAM: MEDIATION IS AN EFFECTIVE WAY FOR YOU AND THE PERSON RESPONSIBLE FOR THE PROBLEM TO RESOLVE THE DISPUTE. THIS IS A FREE SERVICE, PARTIALLY FUNDED BY THE CITY OF SAN DIEGO. FOR MORE INFORMATION, CALL 238-2400.

WHAT HAPPENS WHEN YOUR REQUEST FOR INVESTIGATION FORM IS RECEIVED BY THIS OFFICE

- 1. A WRITTEN SUMMARY OF THE COMPLAINT AND SUGGESTIONS FOR SOLUTION WILL BE MAILED TO THE RESPONSIBLE PERSON. WE HAVE FOUND THAT MOST PEOPLE WILL BEGIN CORRECTIVE ACTION AS SOON AS THEY RECEIVE THIS FIRST NOTICE.
- 2. THE AVERAGE RESPONSE TIME IS 10 TO 30 DAYS DEPENDING ON THE TYPE OF COMPLAINT.

TO RETURN TO OUR OFFICE: FOLD, STAPLE, AND MAIL TO OFFICE ADDRESS BELOW.				
	NEIGHBORHOOD CODE COMPLIANCE 1200 THIRD AVE., 8TH FLOOR, MS 51N SAN DIEGO, CA 92101-4106	THE POSTAL SERVICE WILL NOT DELIVER LETTERS THAT DO NOT HAVE A STAMP		